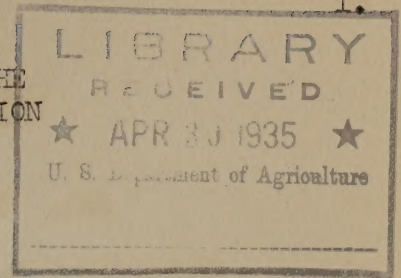


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REGULATIONS
RELATING TO OFFICE PROCEDURE IN THE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
DEPARTMENT OF AGRICULTURE



I - GENERAL

101. The following regulations shall govern the officers of the Agricultural Adjustment Administration as designated in paragraph 103, and are issued in the interest of orderly procedure in the execution of the functions of the Administration.

102. Regulations may be modified and supplemented as required from time to time. Proposals for modifying or supplementing regulations shall be submitted to the Special Assistant to the Administrator in writing, with a statement of the reasons therefor, by any officer.

103. For the purpose of these regulations --

- (a) Administration officers shall be the Administrator, Coadministrator, General Counsel, Counsel on Consumer Relations, Business Manager, Comptroller, Special Assistant to the Administrator, and Executive Assistant to the Administrator.
- (b) Division officers shall be the Director of Production, Director of Processing and Marketing, Director of Finance, and Director of Information and Publicity.
- (c) Upon recommendation by any officer named in paragraph (a) or (b) the Administrator or Coadministrator may authorize another person to act for the officer making such recommendation.

II - OFFICE OF THE ADMINISTRATOR

201. The Administrator, and the Coadministrator with the Administrator, are charged with the immediate supervision and direction of all activities of the Agricultural Adjustment Administration.

202. The Administrator and the Coadministrator, jointly, or either of them, shall exercise these functions, except in so far as they may be delegated by these regulations or by special action.

203. In the absence of the Administrator or Coadministrator, his functions shall be exercised by the other, and in the absence of both the Administrator and Coadministrator, by the Special Assistant to the Administrator.

210. To facilitate the handling of matters to be considered or decided by the Administrator or Coadministrator, whenever practicable these matters should be cleared through the Special Assistant to the Administrator.

211. Similarly, all matters within the jurisdiction of the Administration which must be considered in any stage or finally decided by the Secretary of Agriculture, should be cleared through the office of the Administrator.

III - DUTIES OF OFFICERS

301. Officers shall be responsible for all activities under their jurisdiction, but in all matters with respect to new policies, personnel, and budget, and such matters as are specified in these regulations, they shall obtain the approval of the Administrator.

IV - CONFERENCES AND HEARINGS

Conferences

401. When a group representing producers, processors, or distributors of any commodity described in the Agricultural Adjustment Act, or in the Executive Order of the President dated June 26, 1933, shall apply for a conference, whether formal or informal, under the terms of the Agricultural Adjustment Act or the National Industrial Recovery Act, it shall confer with the Executive Assistant to the Administrator. He shall request the group to fill out necessary application blanks for a conference. After consultation with the Division Directors the group will be assigned to the proper division for a conference.

402. (1) When a group has applied as outlined in 401, the Director to whom the group has been assigned shall arrange the time and place of such conference and cause the assignment of the personnel necessary for its conduct. Such Director should so arrange with the other Directors, the General Counsel, the Counsel on Consumer Relations, and the Administrator of the National Industrial Recovery Act that they have an opportunity to make proper arrangements for representation at such of these conferences as they consider desirable.

The Directors of Production and Processing may call a joint conference at any time they believe the combined interests of the divisions make one desirable.

403. The Director calling a conference shall notify the Executive Assistant not later than 3:00 p. m. on the preceding

business day, in order that proper provision may be made for stenographic and space arrangements and to permit the notification of all those assigned to the conference.

Codes of Fair Competition and Marketing Agreements

421. After conferences on codes of fair competition or marketing agreements have been held as contemplated in Paragraph 401, the Directors of Production and Processing shall formally notify the Administrator when they are ready to recommend a formal hearing on a code of fair competition and/or a marketing agreement, as submitted by such group of producers, and/or processors and distributors. This recommendation shall be concurred in by the Director of Finance, Director of Publicity, Consumers' Counsel, General Counsel, and the Administrator of the National Industrial Recovery Act, or his deputy. The Administrator after reviewing the recommendations shall ask the Secretary of Agriculture to call a formal hearing in accordance with the provisions of the Agricultural Adjustment Act, the National Industrial Recovery Act, and the Executive Order of the President dated June 26, 1933. In cooperation with the Administrator of the National Industrial Recovery Act the Administrator shall assign the personnel necessary to conduct the formal hearing.

425. At the conclusion of the hearing, copies of the transcript of the hearing shall be forwarded to the Division Directors, the Administrator of the National Industrial Recovery Act, or his deputy, the General Counsel, and the Counsel on Consumer Relations, who shall promptly formulate their recommendations for inclusion in the code and/or marketing agreement. The final code and/or marketing agreement shall be approved by the General Counsel and submitted to the Administrator with his written opinion approving its legality.

426. When a final code of fair competition has been recommended as provided in Paragraph 425, and approved by the Administrator, it shall be submitted to the Secretary of Agriculture for his approval and by him to the President for final approval in accordance with the terms of the National Industrial Recovery Act. When the President shall have approved a code of fair competition it shall become effective as of such date as he may designate.

427. When a final marketing agreement has been recommended as provided in Paragraph 425 and approved by the Administrator it shall be submitted to the producers' or processors' and distributors' group for acceptance. When such acceptance shall have been received, the final agreement shall be submitted to the Secretary of Agriculture for his approval and shall become effective in accordance with the terms of the Agricultural Adjustment Act on the date on which the Secretary of Agriculture accepts the agreement, or on such subsequent date as he may designate.

Processing Taxes - Conversion Factors, etc.

441. When under provisions of the Agricultural Adjustment Act Sec. 8, (1), Sec. 9, Sec. 15, (d) and (e) it becomes evident to the Director of Production that processing taxes or compensating taxes are necessary he shall immediately report the situation to the Administrator. If the Administrator concurs the Director of Production shall call into consultation the Directors of Processing and of Finance, Consumers Council and General Council. The Directors of Production, Processing and Finance shall estimate the total amount necessary to discharge the payments under Sec. 8, (1), and recommend the type of tax, percentage, incidence, etc., necessary to cover the estimated payments. The Director of Finance and General Council shall then discuss the suggested tax plan with the Bureau of Internal Revenue arranging with them a recommendation for the collection, costs, etc., pertaining to the suggested tax. The Director of Production shall then present the plan with the written recommendation of the Directors and other officers indicated to the Administrator. If the Administrator concurs in the plan he shall in turn submit the plan to the Secretary of Agriculture, who shall, if he also approves, proclaim the processing or compensating tax in question effective in accordance with Sec. 9, and Sec. 15 (d) or (e) of the Agricultural Adjustment Act.

V - TRAVEL

501. A letter of authorization approved through the Business Office is a pre-requisite to the commencement of a trip.

502. Officers are authorized to approve applications for travel for persons under their jurisdiction.

503. Applications for travel of officers must be submitted to the office of the Administrator for approval.

VI - PERSONNEL

601. Recommendations for personnel will be submitted by section chiefs through their proper officer on the forms prescribed therefor, will be approved by the officer, sent to the Business Office for action and taken up by the Business Office with the Administrator and/or the Coadministrator.

602. No person may be authorized to report for duty by any officer until specific authority has been received from the Business Office. Compensation cannot start until such authority is obtained.

VII - DEPARTMENT PROCEDURE

701. All arrangements for contacts, in so far as they relate to the general administrative proceedings or pertain to the assignment of personnel, and the like, with other agencies of the Department of Agriculture, shall be made through the officers with the heads of such other agencies. All other contacts which relate to the business or operating functions of the Administration should first be taken up with the Business Manager.

702. In the proper exercise of functions vested in the Administration it is necessary from time to time to obtain statistical and other information from other agencies in the Department. If the officer desiring such information regards it as confidential, he should so indicate to the officer charged with the responsibility for the preparation or correlation of the data. He should also indicate the confidential nature of it to any employees under his own jurisdiction, since careless or casual comments concerning the work of this Administration may frequently give rise to erroneous conclusions or misrepresentations, which are far more damaging than the facts themselves if the purpose and occasion for obtaining them were fully understood.

VIII - PERMANENT RECORDS

801. All officers should begin at this time to keep a complete record of action taken by them or their assistants which contribute to the final action taken by the Administration with respect to any commodity. In order to assure uniformity, forms have been prepared clearly indicating the procedure outlined in these regulations. These forms should be executed in quadruplicate, one copy for the Division Officer, one copy for the office of the Administrator, one copy for the permanent records of the Department, and one copy for the group making application. The objective is to have a completely documented record showing the various stages by which final action was taken with respect to an important determination, such as the decision on the wheat plan or on the cotton plan, and a documentary history of the working out of such plan to its ultimate conclusion. Wherever possible, memoranda on conferences held on any stage of this work should be kept, having in mind at all times the utility of these data for a record which will be of value in any litigation which may ensue.

IX - OFFICERS' MEETINGS

901. Meetings should be held daily, except Saturday, at 9:15 a.m. in the office of the Administrator, to take up important problems of policy, matters of special interest which have transpired on the previous day, matters which are then under consideration, or which are anticipated to arise. If a matter of serious consequence arises at any time, any officer is free to suggest, through the Special Assistant to the Administrator or the Executive Assistant to the Administrator, that a special meeting should be called as soon as practicable to discuss it. No record shall be kept of any meeting, unless it is considered advisable because of the presentation of discussion on a matter of policy, which should be on record.